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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 22 October 1953

FROM : Chief, Transportation Division

SUBJECT: Weekly Activity Report

1. GENERAL

a. Strike of Longshoremen (completed item)

The threatened strike of the Longshoremen is expected to continue in a maze of legal maneuvering and factional fights for control of North Atlantic shipping lines. At the end of the 80 day Taft-Hartley injunction period an election is to be held which will bring the issues to a head. Nevertheless, trouble may be expected during the interim period. It still appears there will be no tie-up at the Army Port of Embarkation, Brooklyn, New York, the Naval Supply Depot, Bayonne, New Jersey, and the Air Force Transportation Control Depot, Port Newark, New Jersey.

No change

2. PROJECTS AND STUDIES IN PROCESS

a. [redacted] (completed item)

Signed "Memorandum of Understanding" has been received from the president, vice president, sales representative (Export Division), warehouse foreman, and cashier of the [redacted]. An operational procedure has been prepared and will be coordinated with the Central Processing Branch relative to utilization of [redacted] services and facilities for the movement and storage of personal property of Agency employees.

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[Redacted]

b. Position Descriptions (new item - completed)

The Classification and Wage Division of the Personnel Office is making a survey of the Transportation Division beginning with the Cargo Branch. This survey initially began with writing of Position Descriptions by employees of the Division, followed by interviews with representatives of the Classification and Wage Division.

c. Survey of Motor Pool Operations in the Washington Area
(continued item)

As reported in the previous Weekly Activity Report, each office to which the Motor Vehicle Assignment and Utilization Survey forms were submitted, was requested to complete and return the forms to the Transportation Division not later than 15 October 1953. Several offices concerned have indicated difficulty in completing the forms due to the difficulty in contacting various individuals concerned with the use of the vehicles. All offices have assured this office that the forms will be returned as soon as possible. Continued study of the problem is being conducted. It is anticipated that a working draft of the final study will be available for review by the Chief of Logistics in the near future.

d. Regulations (continued item)

The following is a resume of activities in connection with the preparation of new and revised CIA Regulations pertaining to transportation:

REGULATION

ACTIONS

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[Redacted]

Submitted to L. O. 18 June 1953 for administrative edit and working level coordination.

Resubmitted to L.O. 24 Sept. 1953 for formal coordination.

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[Redacted]

Submitted to L.O., 18 June 1953 for administrative edit and working level coordination.

Resubmitted to L.O. 24 Sept. 1953 for formal coordination.

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Submitted to L.O. 22 Sept. 1953 for administrative edit.

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e. Discussion of Transportation Plans and Problems with Representatives of SR Division (new item - completed)

Representatives of the SR Division met with representatives of the Transportation Division to discuss transportation plans, and problems that possibly might arise in the future. It was the consensus of opinion of those present that although most of the requests for shipment made upon the Transportation Division by the SR Division were of a crash or emergency nature, no major problems existed nor could any be foreseen in the near future.

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- (3) Incoming correspondence — 835
(4) Outgoing correspondence — 247

4. SPECIAL PROBLEMS

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5. MAJOR OBJECTIVES

- a. Obtain appropriation symbols to be used on transportation requests and all government bills of lading used by this Agency:

PERCENTAGE COMPLETED: 100%

- b. Publication of Agency Regulations setting forth the procedure for

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PERCENTAGE COMPLETED: 80% (This objective was reported in the last report on Major Objectives as 100% completed on the part of Transportation Division. The proposed regulation has been returned to the Transportation Div. for the necessary action to put the regulation in final form for submission to the L.O. and forwarding to the Deputy Director for Administration.)

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The number of does not include the following:

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b. The following comments are made which may be of interest:

(1) Efforts are being made to reduce the truck drivers by 5, from 17 to 12. Changes made in the trucking operations resulted in an overstaff of truck drivers. Difficulty is being experienced in Transportation Division, however, in effecting the reduction due to the lack of definite procedures or specific actions to take in connection therewith.

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(2) Major [redacted] U.S.A.F., reported for duty in Transportation Division on 16 October 1953. Action was started in October, 1952, to get an Air Force Officer with such qualifications to assist in getting procedures established and regulations written pertaining to the movement of persons and things via air. In view of high priority and deadline dates established for completing the regulations, action has been taken to have [redacted] now scheduled for BIC (Sup.) Course from 26 October to 4 December, rescheduled to attend the course after 1 March 1954.

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(3) Mr. [redacted] GS-11, reported for duty on 14 October 1953.

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(4) The following listed personnel in Transportation Division plan to leave the Agency on or about the dates indicated:

(a) Mrs. [redacted] Clerk-Typist, GS-4, will resign about 4 December 1953 for the purpose of remaining home with her children.

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(b) Mrs. [redacted] Clerk-Typist, GS-3, will leave about 1 September 1954 to join her husband who will get out of the Navy about that time.

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c. Mr. [redacted] Deputy Chief, Transportation Division, departed for temporary duty overseas on 20 October.

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